

IHS MATERIALS INVENTORY QRG


A Quick Reference Guide to Recruitment and Retention Materials Available Online

Over the course of five years, the IHS Office of Human Resources (OHR)/Division of Health Professions Support (DHPS) has developed a number of comprehensive materials for health profession recruiters to distribute to potential applicants and new hires to educate them about Indian health careers and for facility leadership to follow to ensure long-term retention of their valued clinicians. These pieces are available online for you to order at no cost through the [OHR Online Fulfillment System](#); additional materials are available electronically through the [Recruitment and Retention website](#).

To ensure you're familiar with and have access to the best recruitment tools available, we've developed this *Materials Inventory Quick Reference Guide (QRG)*. Here you'll find a valuable resource for every aspect of the recruitment, interview, hire and retention process, including how to:

- Identify potential health care providers to ensure a good fit for the facility and the clinician.
- Discuss the foundation for Indian health careers through the IHS Scholarship and Loan Repayment Programs.
- Implement Best Practice retention strategies to ensure long-term employees.
- Effectively onboard and transition new hires for long-term employee satisfaction and retention.
- Educate new clinicians about the unique culture and heritage of working within Tribal facilities and communities.

Materials Available to Order

Here's a helpful list of materials available to order at no cost. We've included a brief summary with each item to explain the document's focus and identify its intended audience. If an item is also available for download as a PDF, it is noted with a  symbol.

Planning Your Successful Transition Brochure — (Urban-to-Rural Transition)



This brochure for prospective IHS health care providers explains how to identify if a career working within an Indian health facility and community is the right fit for clinicians and their families. The brochure offers tips to consider when contemplating making an urban-to-rural transition.

Planning Your Successful Transition Workbook — (Urban-to-Rural Transition)



This companion piece provides prospective IHS health care providers visiting Indian health facilities and communities with a means to document pertinent details about their visit (Area, community, local Tribes and their customs, housing, cost of living, education and employment opportunities for spouses).

New Hire Successful Transition Quick Reference Guide (QRG)



This handy pocket guide details steps for facility leadership to follow prior to and following a new hire's arrival to ensure a comfortable and successful transition to his or her new clinical and community environments.

Community Liaisons Brochure



This companion piece to the New Hire Successful Transition QRG focuses on improving retention rates by preparing facility staff, Tribal leaders and the local community to welcome and mentor new health care staff as they begin their roles as clinicians and members of the community.

Organizational Onboarding Program Guide



This guide for facility leadership is the next in our series of transitioning and orienting new employees. Here we describe the process of successfully onboarding new employees with an eye toward significantly improving retention rates.

IHS Student Programs Guide



This brochure highlights key aspects of all IHS programs — Scholarship, Loan Repayment and Extern Programs — as well as provides an overview of Indian health career paths and benefits.



ORDER HERE

Visit the [OHR Online Fulfillment System](#) to order materials.

Employee Referral Program Brochure



This brochure explains the benefits of an Employee Referral Program (ERP) in recruiting health professionals and describes how to implement an ERP within an Indian health facility. In

addition, learn how to measure the success of an ERP and how other government agencies have invested in and benefitted from launching ERPs within their organizations.

Health Professions Disciplines Benefits Guide



This helpful guide breaks down health profession benefits by discipline and includes specialty information, salary, pay grade and bonus structure details, as well as up-to-date information for IHS staff to reference while speaking to potential hires during career fairs and other hiring events.

Indian Health Careers Information Packet



This comprehensive information packet contains detailed information about 14 IHS health profession disciplines and career paths, as well as provides a unique background on American Indian and Alaska Native cultures and traditions, a geographic listing of IHS facilities by Area and information for military veterans who seek to transition to Indian health careers.

Indian Health Careers Recruitment Brochure



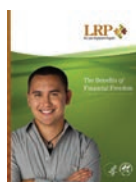
This handy recruitment brochure is available for distribution at job fairs and other outreach venues in place of or to accompany the large-format recruitment Indian Health Careers Information Packet.

Recruitment Cultural Z-Card



This handy pocket-sized brochure contains valuable information about Tribal culture, heritage, events and tips for personal interaction for clinicians joining Indian health facilities.

The Benefits of Financial Freedom — Loan Repayment Program (LRP) Information Packet



The LRP Information Packet provides comprehensive details about LRP eligibility, how to apply, program policy and service commitment information and required documentation to maintain eligibility.

Your Health Career Starts Here — IHS Scholarship Program Information Packet



This information packet includes an overview of the three IHS scholarships: Preparatory, Pre-Graduate and Health Professions, the IHS Extern program, service commitment policies and responsibilities and detailed instructions on how to apply and submit all required documentation.

A Career Counselor's Guide to the IHS Scholarship Program



This brochure provides career counselors and academic advisors with an overview of the IHS Scholarship Program, the benefits of a health profession scholarship and how it can be the first step toward a promising and dynamic Indian health career.

ELECTRONIC TOOLS OR WEBSITE RESOURCES

Additional electronic tools and resources, including the *Recruiter Insider* and *Retention Briefs* eNewsletters, are available on the [Recruitment and Retention website](#).

Ongoing Support

In addition to the materials listed here, we've launched a national media campaign, developed advertising outreach programs and regularly update the [Career Opportunities website](#) and IHS program Facebook pages: [IHS Scholarship Program](#) and [Indian Health Professions Recruitment](#), as well as [LinkedIn](#). Each of these tactics is a fundamental component of our ongoing recruitment efforts. We encourage you to take full advantage of these great resources*.

*Resources available to IHS and Urban Indian Program facilities and Tribes who retrocede 100 percent of their recruitment shares.

